



Santa Rosa County Life Safety/Fire Prevention Department

Santa Rosa County Public Service Center
6051 Old Bagdad Highway, Room 202
Milton, Florida 32583

John T. "Tim" Tolbert
Building Official
Skip Tompkins
Compliance Division Superintendent

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Tambre L. Lee
Fire Inspector/ Plans Examiner
Annie Sue Rambo
Fire Inspector

Special Events Permit Application

****Attention:** If your job is located within the city limits of Milton or Midway Fire Protection District, please do not fill out this application.
You will need to contact the City of Milton Fire Department or Midway Fire Department **

Date_____

L/S Permit #_____
Bldg. Permit #_____
Office Use Only

Project Name:_____

Project Physical Address:_____

Please check the applicable:

☐Membrane Structure ☐Tent ☐Grandstands ☐Special Seating

Installation Date:_____

Removal Date:_____

Occupancy Classification and/or Intended Use:_____

Documentation required with submittal:

- (1) Written permission from property owner or manager
- (2) Site plan indicating location of the tent or seating structure, showing all surrounding structures.
- (3) Certificate of flame resistance from an approved testing laboratory.
- (4) Electrical Permit is required for electrical work.

Inspection Requirements:

- (1) Inspections must be scheduled at least 24 hours prior to stocking and/or occupying.
- (2) Approved "No Smoking" signs must be posted.
- (3) Minimum of two (2) exits shall be provided and clearly marked.
- (4) Minimum number and type of fire extinguishers designated by the Fire Official and will remain clear at all times.

Applicant's Mailing Address:_____

Applicant's Phone Number:_____

Contact Person:_____

I UNDERSTAND THE GENERAL REGULATIONS STATED ABOVE AND AGREE THAT IF AT ANY TIME OF INSPECTION, THE SITE DOES NOT MEET THESE STANDARDS; THE FIRE OFFICIAL HAS THE AUTHORITY TO REQUIRE CORRECTIVE ACTION.

Signature of Person Applying

Printed Name of Applicant